



# Tanglin Gippsland

## Electronic Communication and Information Technology Policy

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Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 Electronic communication and information technology significantly impacts the lives of members of the Tanglin Gippsland community by allowing users to participate in a rapidly changing world in which study, work and other activities are increasingly transformed by access to them.
- 1.2 At all times, Tanglin endeavours to provide the necessary electronic communication and information technology infrastructure to enable the campus to function as a professional educational institution, especially with regard to teaching and learning, and business practice.
- 1.3 It is recognised that electronic communication and information technology are neither good nor bad in and of themselves. However, no human activity is neutral and modern technology is, therefore, a powerful tool that can be used in both positive and negative ways and therefore has both positive and negative effects on individuals, workplaces and communities.
- 1.4 Staff and students are encouraged to learn, work and live with a reduced reliance on technology and the internet and shall be assisted to develop positive values and work practices when using electronic communication and information technology.
- 1.5 Tanglin has an obligation to maintain a safe environment for students and staff, and, therefore, has the dual responsibility to maximise the benefits of modern technology whilst at the same time to minimise and manage risks.
- 1.6 The terms and expected conduct described in this policy and related procedural documents are not intended to be exhaustive, nor do they anticipate every possible use of Tanglin’s electronic communication and information technology resources. Users are encouraged to act with caution and take into account the underlying principles of this policy and related procedural documents.

# 2 Definitions

- 2.1 Electronic communication and information technology (also known as ICT) refers to telecommunications, computing and the use of electronic devices and applications that are used to produce, manipulate, find, explore, analyse, store, communicate and/or disseminate information in digital and other forms.
- 2.2 Notwithstanding the broad definition above, specific references in this policy relate predominantly to computer-related activity (including internet access) and the use of personal communication devices (including mobile phones).
- 2.3 Inappropriate use of electronic communication and information technology includes, but is not limited to: any illegal activity, the deliberate accessing and/or use of internet sites that contain objectionable, offensive, gambling- related or criminal material; violation of another person’s privacy or data; violation of computer system integrity; violation of software license agreements and copyright laws, and use of computers, mobile phones and other electronic communication devices to transmit offensive, embarrassing, harassing, obscene, threatening, abusive or bullying messages or images.
- 2.4 The Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

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### 3 Details

- 3.1 Inappropriate use of electronic communication and information technology at Tanglin is not acceptable. It is expected that all usage shall be age-appropriate, responsible, ethical and legal. Students and Parents will sign the Tanglin Gippsland ICT Acceptable Use Agreement prior to students commencing at the campus.
- 3.2 The Leadership of Tanglin shall ensure that specific procedures that are consistent with this policy are developed, and that the campus is proactive in communicating its policy and procedures in relation to the appropriate use of electronic communication and information technology to all members of the Tanglin community.
- 3.3 Procedures shall establish clear guidelines for the appropriate and inappropriate use of electronic communication and information technology, including in relation to email etiquette, purpose, content, dangers and precautions.
- 3.4 Access to Tanglin’s electronic communication and information technology resources is granted with the issuing of a username and password, and when necessary, access is revoked by account suspension.
- 3.5 As the use of Tanglin’s electronic communication and information technology resources is both a responsibility and a privilege, it is expected that students and staff will comply with the conditions of this policy and related procedural documents, and will use such resources in a responsible, efficient, ethical and legal manner. Inappropriate use of electronic communication and/or information technology resources will result in loss of this privilege and appropriate disciplinary action.
- 3.6 All use of electronic communication and information technology at Tanglin Gippsland must comply with relevant copyright laws.
- 3.7 Contravention of the law when using electronic communication and/or information technology may result in legal action under appropriate state or commonwealth law.
- 3.8 Misrepresenting, obscuring, suppressing or replacing the identity of a user of electronic communication and/or information technology, or using another person’s identification and/or password on electronic communication media, is not permitted. The user’s name, email address and related information included with electronic messages must reflect the actual author of such messages.
- 3.9 Users of Tanglin’s electronic communication resources shall ensure that all reasonable precautions are taken to minimise exposure to negative outcomes such as computer viruses, malware, phishing attempts, scams and data loss/breaches.
- 3.10 All network, email and internet accounts maintained on the school’s computer systems are the sole property of Tanglin Australia Pty. Ltd. and there should, therefore, be no expectation that any information transmitted or stored using the campuses electronic communication and/or information technology resources will be regarded as being private.
- 3.11 Tanglin reserves the right to record all staff and student internet usage, to examine all work done or stored on campus computers or computer systems, and to monitor the email account or internet browsing of any user without prior notice for legitimate reasons, including compliance with this policy and related procedures, compliance with any applicable laws, and where there is reasonable suspicion of inappropriate use of electronic communication and/or information technology.
- 3.12 Where deemed necessary, Tanglin will disclose to appropriate authorities the contents of electronic communication transactions in the course of an investigation triggered by suspicion

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of misconduct or misuse, or to respond to legal processes, or to fulfil its obligation to third parties.

- 3.13 Users are responsible for maintaining the security of their electronic communication accounts and passwords.
- 3.14 The protection of data stored on Tanglin systems and devices is required under law. Staff will be trained in appropriate actions to take when there has been a data breach, including their responsibilities within it.
- 3.15 Tanglin will not be liable for any loss incurred by a person who provides personal information, including bank and credit card details, using campus electronic communication and/or information technology resources.
- 3.16 Tanglin will make all reasonable efforts to support the function of ICT resources, but makes no warranties or guarantees of any kind, whether expressed or implied, in relation to campus electronic communication and information technology resources.
- 3.17 Tanglin Gippsland will not be responsible for any damage, including loss of personal work or files, suffered by any student or staff member using campus electronic communication and/or information technology resources due to their own failure to back up, using inappropriate work practices, or through personally damaging or losing a device.

## 4 Roles and Responsibilities

### 4.1 The Leadership Team

- 4.1.1 Access to Tanglin’s electronic communication and information technology resources by students is provided primarily for delivering curriculum and enhancing the educational experience of students. Such access is conditional to such resources not being used for personal purposes that reduce the functionality of the resources.
- 4.1.2 The Leadership Team shall ensure that the campus develops student computer use contracts that are consistent with this policy. Student access to the campus computer system is not permissible without students completing, signing and abiding by such contracts.
- 4.1.3 Any breach of the conditions of this policy or related procedures may result in disciplinary action being taken, including withdrawal of access to the campus computer system.
- 4.1.4 Students are expected and educated to adopt “cybersmart” and “cybersafe” practices to minimise the risk of being adversely impacted by electronic communication and information technology.
- 4.1.5 The Leadership Team shall ensure that teaching in relation to the appropriate use of electronic communication and information technology is included in selected areas of the curriculum. Where appropriate, such teaching shall include making students aware of relevant initiatives of the Australian Communications and Media Authority.
- 4.1.6 Reference should also be made to the Bullying and Harassment Prevention Policy for information regarding cyber-bullying.

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## 4.2 Staff

4.2.1 Access to Tanglin’s electronic communication and information technology resources by staff is provided primarily for the purpose of assisting them in carrying out the duties of their employment. However, they may also use such resources for limited and reasonable private purposes. Such private usage, however, must not violate this policy, significantly interfere with the duties of their employment, include any commercial or business communications not authorised by the Head of Campus, or expose Tanglin to significant cost or risk of liability.

4.2.2 Staff wishing to use Tanglin’s electronic communication and/or information technology resources to publish information relating to and/or on behalf of Tanglin Gippsland, must get approval from the Leadership Team before publishing.

4.2.3 It is expected that written professional communications by staff occur using Tanglin provided services and systems.

In this context a professional communication is any communication that includes substantive discussion of other than routine work issues even if it also includes personal (non-work) communication and applies to communications between Tanglin staff, students, families/carers, volunteers and third parties.

4.2.4 It is understood that there are some unique or extenuating instances where communication between staff must occur using non-Tanglin provided services and systems due to necessity. If these are repeating instances staff should advise the Head of Campus of their situation.

4.2.5 Care should be taken to ensure that the content, form, grammar and spelling in electronic communications meet the professional standards expected by Tanglin for all forms of correspondence and comply with all statutory obligations.

4.2.6 While carrying out their employment duties, staff members may have access to and/or handle personal information relating to students, parents, colleagues and others. Extreme care should be taken not to disclose such information in an inappropriate or unauthorised manner, including when doing so via Tanglin’s electronic communication and/or information technology resources.

4.2.7 Staff members shall take all reasonable steps to protect Tanglin and personal information that is held from misuse and unauthorised access.

4.2.8 Any breach of the conditions of this policy or related procedural documents may result in disciplinary action being taken, potentially including termination of employment.

4.2.2 Electronic signatures for all Tanglin email addresses must include appropriate salutations, Tanglin Gippsland’s logo and contact details, the staff member’s name and title. If requested, staff must adopt a standard Tanglin Gippsland signature panel template.

4.2.3 As each user with a Tanglin email account is identified with the organisation, it is necessary to differentiate personal views and opinions from the official views of Tanglin.

4.2.4 The Leadership Team shall ensure that professional development in relation to the appropriate use of electronic communication and information technology is provided to staff members. Such professional development shall include awareness of relevant initiatives of the Australian Communications and Media Authority.

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## 5 Related Tanglin Gippsland Policies

- Bullying and Harassment Prevention Policy
- Cybersafety Policy
- Personal Electronic Devices Policy
- Student ICT Acceptable Use Agreement

## 6 Policy Review

- 6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 6.2 Any significant changes to this policy must be approved by the Board.

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